



**Construction
Management, LLC**

Post Office Box 401 • Charleston, WV 25322 • Phone 304.347.8820 • Cellular 304.549.4051
www.ovalconstruction.com • info@ovalconstruction.com

Meeting Minutes

Meeting #1

Justice Elizabeth Walker Office Renovations

7/12/17

Attendees:

Kim Ellis

Zac Thompson

Holley Price

Bryan Pell

James Carney Jr.

WV Supreme Court

WV Supreme Court

Holley Price Interiors

Quality Woods

Oval Construction

The following items were discussed and or resolved:

1. Oval installed dust protection measures on site today.
2. Wainscot Issues:
 - 1/2" plywood will be installed behind all wainscot. The plywood will rest on top of existing concrete base.
 - Electric/Data outlets will be cut into the wainscot on site instead of in the factory.
 - Top of the 1" chair rail will be installed at 36" above finished floor elevation (AFF).
 - The thickness of the chair will be greater than the thickness of the existing door casing. The chair rail will be "notched" to match the casing.
 - The Corian counter top on the cabinet(s) provided by Darin Fisher needs to be "notched" and/or coordinated with the wardrobe provided by Quality Woods.
 - The wood floor may be installed first as a means to exercise strict elevation control for the wainscot/Fisher cabinet coordination. Oval will evaluate this issue and make a recommendation.
 - A flat board will be installed in the approximately 7" space between the door casings of the 2 adjacent doors in Judge Walker's office.
 - Quality Woods will provide a drawing showing recommended electric/data outlet locations in the wainscot.
 - Shoe molding 1" high by 1/2" wide (with one soft radius edge) will be required in the Judge's office. Quality Woods will provide this trim.
3. Bathroom Issues:
 - The elevation of the bathroom floor should match as close as possible, the finished floor elevation of the wood floor in the Judge's Office. To that end, all parties agree to collaborate on a solution.

- Oval/Cornerstone will investigate the appropriate material to be installed in the space between the vertical vitrolite panels, behind the marble. The new marble may be installed flush with the panels or installed on the face of the panels. This will be decided in situ.
- Oval needs the color and specification for all grout including the new grout between the vitrolite panels.
- The material, elevation and parameters of the flooring over the existing marble thresholds will be determined collaboratively in situ.

4. Other issues:

- Oval would like a finish schedule showing the paint color and specifications for all substrates requiring paint and/or stain.
- Painted wood crown molding is required in the bathroom. Oval needs the profile, finish, and color required.
- Ventilation grills in the walls will be painted the same color as the crown molding. Oval needs the sheen and color of the paint.
- Shoe molding is required in the admin office. This shoe will be 3/4" high by 1/2" wide with a full radius. Oval needs the finish, sheen and color of this molding.
- Crown molding in the admin will be painted the same color as the crown molding in the Judge's office.